



Public Affairs Opportunity 2020 – Raleigh, NC

ABOUT OUR AGENCY

The NC Department of Environmental Quality (DEQ) is the lead stewardship agency for the protection of North Carolina's environmental resources.

The organization, administers regulatory programs designed to protect air quality, water quality, and the public's health, and also works to advance an all-of-the-above energy strategy that fits North Carolina's needs. DEQ also offers technical assistance to businesses, farmers, local governments, and the public and encourages responsible behavior with respect to the environment through education programs provided at DEQ facilities and through the state's school system.

As new technologies, processes or industry operations are proposed to be implemented in North Carolina, DEQ regulatory agencies may be requested to examine the collective impact of such projects on the environment and surrounding communities.

ABOUT THE DIVISION

This position will be in the Division of Public Affairs. The Public Affairs mission includes supporting the department's initiatives and objectives through communications, outreach and dissemination of information to the public in a professional and universally understood way. Public Affairs staff coordinate the department's communications and outreach efforts through media/citizen relations, publication production, special events and public information programs and initiatives.

The program will run approximately 10 weeks starting on or around May 18, 2020 with the potential to extend through the fall semester part-time.

Read more about our agency here: <https://deq.nc.gov/>

MAJOR DUTIES

- Assists Public Affairs team, including Public Information Officers (PIOs), in recording and organizing incoming schedule requests for DEQ leadership
- Assists with the daily News Clips and DEQ Newsletter as needed
- Assists Public Affairs team with updating Press Release listserv and other contact lists
- Assists Public Affairs team with website updates
- Drafts blog posts for the DEQ Environmentally Speaking blog
- Works with Public Information Officers to identify department-wide social media messaging opportunities.
 - This includes: Identifying department programs and efforts that can be highlighted on the DEQ website or social media platforms (Twitter, Facebook, Instagram, LinkedIn, etc.)

- Participates in public engagement by attending community information meetings and/or site visits. This will include assistance with logistics as needed (helps reserve spaces, takes pictures for social media, etc.)
- At the end of the opportunity you will have completed a press release, blog post and social media campaign for the Department of Environmental Quality

POSITION QUALIFICATIONS:

- Applicants must be at least 18 years old by January 1, 2020
- 2.0 Major GPA
- Graduation Date December/May 2019 – December/May 2021, Recent Bachelor's graduate or Rising Senior
- Desired Majors: English, Journalism, Communications, or closely-related major

MANAGEMENT DESIRED QUALIFICATIONS:

- Excellent verbal and written communication skills
- Strong interpersonal skills and decision quality
- Collaborative team member with strong initiative and leadership skills
- Proficient in Microsoft Outlook and Excel
- Experience building websites, along with graphic design experience
- Fluent in Spanish (verbal and written) is a plus

SPECIAL NOTES

- Housing allowance is not provided
- Summer hourly rate is \$15.00
- Pay cycle is bi-weekly
- Summer opportunity will be approximately 10 weeks, working up to 40 hours each week

APPLICATION INSTRUCTIONS

Send resume and cover letter to DEQInternships@ncdenr.gov with **Subject Line: Public Affairs Application**

Application deadline of 3/25/2020 *(or may remain open until we have suitable applicant pool)*

IMPORTANT DATES

3/25/20– Application Deadline

3/26/20 – 4/7/20 HR & Hiring Manager App Review

4/13/20 – 4/21/20 Interviews (schedules permitting)

5/18/20 – 7/24/20 STEP Assignment Dates (approximate start/ end dates, flexible)

QUESTIONS? Please contact NC Department of Environmental Quality, HR
DEQInternships@ncdenr.gov